

DORCAS
INVITATION FOR TENDER / QUOTATIONS

Serial No: 002/SYR1208/2021

CLOSING DATE FOR QUOTATIONS:

27/05/2021

Description: Dorcas is seeking to buy Hygiene Kits in Syria for the ongoing project.

Introduction and Background:

The project overall goal is to support life-saving and protection from COVID-19 infection for people affected by COVID-19 pandemic through food and hygiene kits distribution.

The spread of COVID-19 infection has been observed in Syria since March 2020, while the official numbers of the infection remains low. Given the limited and insufficient testing across Syria, it is likely that the actual number of cases would far exceed official figures, with the significant numbers of asymptomatic and mild cases in particular going undetected and contact tracing is a challenge. Since it is difficult to identify an exact situation of spread of COVID-19 infection, prevention and advocacy approaches are urgently required along with the existing humanitarian response plan.

In response to this situation, Dorcas plans to distribute 3,000 food and hygiene kits to vulnerable households living in 3 governorates: Aleppo, Homs and Rural Damascus.

Questions:

- a. Questions must be submitted in writing via email to e.ghaoui@tabithalb.org ; phone calls will not be accepted.
- b. Only written answers issued by Dorcas will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Dorcas or any other entity should not be considered as an official response to any questions regarding this RFQ.

Payment Terms:

1. Fifty percent (50%) of the whole amount when placing the order;
2. Fifty percent (50%) of the whole amount when receiving all the goods ordered.

Pricing:

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Euros and offerors are requested to provide quotations on official letterhead or format.

• **Selection Criteria and Awards:**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following criteria. The relative importance of each individual criterion is indicated by the number of points below:

- *Availability – 20%:* The availability of good requested with delivery



- *Price – 50%:* The overall cost presented in the offer.
- *Quality - 30%:* Responsiveness to the technical specifications and requirements.

The following is an invitation to tender / quote for the following items to be delivered to **Syria (Aleppo, Homs and Rural Damascus)**:

The below are the food kits to be ordered:

NO	ITEM (Description of Goods/Services)	Brand	Unit	Qty/per kit	Unit Price	Total price
1	Soap		Bar of 125g	10		
2	Washing powder pack		Pack of 2.5kg	1		
3	Washing Liquid		Bottle (900ml)	1		
4	Liquid chlorine disinfectant		1 Litre bottle	2		
5	Plastic Spray Bottle (500ml)		PCS	1		
6	Alcohol-Based Hand Sanitizer (min 70% Alcohol)		750ml	2		
					Total	

(Please note that the supplier should mention **the brand** of each item, we are seeking to buy 3,000 kits and each kit should contain one PCE of the items mentioned below so the total price should be for 3,000 pieces of each item)

- The supplier is responsible in replacing any damaged item.
- The supplier should take into consideration that the expiry date of the items shouldn't be less than 10 months.



	This document is not a contractual agreement and does not, and should not be constructed as, committing DORCAS to any contractual obligation of any kind. The tender should be submitted in the company's letter head and should be duly franked by the company seal and should be submitted to the address:	
	All tenders/quotations must contain the following information against which a tick should be placed:	
1	The full name, address of the tendering company	<input type="checkbox"/>
2	Period of validity of quotation	<input type="checkbox"/>
3	Best price details including discounts	<input type="checkbox"/>
4	Full relevant products specification	<input type="checkbox"/>
5	Details of other NGOs/organizations supplied with the same products	<input type="checkbox"/>
6	Proposed insurance arrangements	<input type="checkbox"/>
7	Details of any guarantees/warranties regarding quality of products	<input type="checkbox"/>
8	Sample of product required to accompany tender	<input type="checkbox"/>
9	A company profile	<input type="checkbox"/>
10	Payment Terms	<input type="checkbox"/>
11	All necessary official documents related to the company	<input type="checkbox"/>

Name	Signature	Date
Najla Chahda Country director –DORCAS		20/05/2021
Isabelle Feghali Program Coordinator		20/05/2021

Vendor's Receipt		
Name	Signature and Stamp	Date
Name of Receiver		
Name of Company or Vendor		

